

CIFNET - Function and Duties

Realising the urgent need and importance of organising suitable fisheries training institute at the national level to meet the demands of Fishing Industry, the Government of India established the Central Institute of Fisheries Operatives (subsequently renamed as the Central Institute of Fisheries Nautical and Engineering Training - CIFNET) in 1963 at Kochi to meet the statutory manning requirements of deep sea fishing vessels as laid down in the Merchant Shipping Act (1958) and skilled personnel required by the supporting shore installations. The Merchant Shipping (Amendment) Act 1987 stipulated that all fishing vessels with mechanical propulsion are required to be manned by duly certificated personnel capable of effectively handling the type and class of vessels readily available to increase marine productivity. Two units of the Institute were set up at Chennai in 1968 and at Visakhapatnam in 1981 to cater to the increased demands of trained manpower in the country.

CIFNET is the only National institute of its kind in the country to meet the training requirements of technical and certificated personnel such as Skippers, Mates, Engineers, Engine Drivers of powered fishing vessels as stipulated in the M.S. (Amendment) Act. 1987. CIFNET is also responsible for developing the required technical manpower for supporting shore establishments and for the effective operation of fishing vessels. The various short-term courses conducted by the Institute covering an integrated multidisciplinary area of Fishing Technology, Nautical Science and Marine Engineering has benefited personnel working in International Institutions and various organisations under the Central/State Government departments, colleges and other Public/Private sector establishments.

Objectives of CIFNET

- To create technical manpower for the operation of ocean going fishing vessels.
- To create manpower to run the shore establishments that supports the operation of ocean going fishing vessels.
- To create teachers for Fishermen Training Centres run by the maritime states and Union Territories.
- To conduct various refresher training programmes for the Vessel operatives and shore technicians/ managers.
- To provide technical consultancy services in all matters concerning marine fishing with special reference to technical manpower requirements.
- To help developing nations in the South-East Asia, Middle-East and Africa regions to create technical manpower for the operation of their fishing fleets and running of the supporting shore establishments.
- To develop and popularise appropriate fishery technology through short-term courses for the growth of marine fisheries.

Organisation set up of CIFNET

CIFNET Head Quarters at Kochi has 3 Technical Divisions and an Administration Section. Technical divisions are Seamanship & Navigation, Craft & Gear and Marine Engineering. Seamanship & Navigation and Craft & Gear Division are Headed by Chief Instructors and Marine Engineering Division is Headed by Mechanical Marine Engineer. Administration Section is Headed by Sr. Administrative Officer. Sr. Administrative Officer is also functioning as Drawing and Disbursing Officer. All Division Heads and Sr. Administrative Officer are controlled by Director who is the Head of the Department.

Training Facilities

CIFNET at its HQ and Units have well equipped facilities for imparting training in Fisheries Technology. The training programmes and other activities of the Institute are implemented through the following divisions/ sections.

Seamanship & Navigation Division	Dealing with Seamanship and Navigation, Marine Meteorology etc.
Marine Engineering Division	Dealing with Marine Engineering, Electrical Engineering, Electronics, Refrigeration, Hydraulics etc.; maintenance and repairs of the fishing vessels, equipments and machinery.
Craft and Gear Division	Dealing with Fishing Gear Technology, Fishing Gear Materials, Design and Fishing Techniques and deck equipments.
Training Section	Dealing with programming and conduct of various Training courses, post institutional training, examinations, in employment guidance etc.
Information and Publication Section	Making of various CIFNET Publications
Library Section	Providing Library services to the students and the staff

The particulars of facilities available for obtaining information

An Employment Guidance Bureau is functioning in the Institute, where the details of the candidates who have been trained in various disciplines are kept. As and when the employment opportunities arise in other Organisations, the Institute takes the initiative to inform the unemployed candidates about the same so that they can be accommodated in various fishery organisations. By way of extending this facility CIFNET is able to cater the needs of the Unemployed trainees to a certain extent.

The Institute at Kochi and its Units at Chennai and Visakhapatnam have well equipped Library and documentation system with a good collection of Technical

books/Journals in various subjects viz. Nautical Science, Marine Engineering, Fishing Craft Technology, Fishing Gear Technology, Workshop Technology, Electrical Technology, Electronics, Computer Science, Fishery Biology, Fish handling, Marine Meteorology, Oceanography, Refrigeration, Hydraulics etc. Reference facilities were provided not only to the CIFNET students, but also to the visiting scholars and students of various universities and Institutions. The Library attached to CIFNET HQ and 2 Units for the purpose of dissemination of Information available on books, has professionally Qualified Library and Information Assistant for providing the required assistance to the Library users.

Powers and Duties

Powers of DIRECTOR

Director is the Head of Department under FR II(10) as well as for purposes of Delegation of Financial Power Rules. Director exercises all powers of Head of Department under Fundamental and Supplementary Rules, Delegation of Financial Powers Rules 1958 and other Rules / Orders issued by Govt. of India from time to time.

DUTIES AND FUNCTIONS OF GROUP 'A', 'B', 'C' POSTS

GROUP 'A' POSTS:

1. Director

The Director is the Head of Department of the Institute with Headquarters at Kochi and its Units one at Chennai and the other at Visakhapatnam. Overall administration of the Institute on both technical and administrative sides. The Director's duties include planning various training programmes and coordination of its implementation, formulation of policies, and devising developmental programmes, direct control over all the training divisions and its faculties, imparting training in various training programmes in fisheries and allied subjects, liaising with the Fishery Industry, Fisheries Department of the State Government and Union Territories, the Director General of Shipping, the Indian Coast Guard, Agriculture Universities of the country, other Research Institutes, the National Remote Sensing Agency, the Space Application Centre and various foreign countries etc. Contacting with international bodies like the United Nations Development Programmes, Food and Agriculture Organisation, Commonwealth Secretariat etc., providing consultancy services in fisheries and allied matters to various other fisheries organisations etc., preparation of study materials for the various training programmes, bringing out various publications of the Institute. Controlling Officer for all gazetted and non-gazetted officials of the Institute. The statutory duties of Head of Department under FR/SR/DFPR/GFR/CCS(CCA) Rules.

2. Deputy Director

The Deputy Director assists the Director in planning various training programmes and coordination of its implementation, formulation of policies, devising developmental programmes, liaisoning with the fishing industry, research centres and fishery organisations of the state/union territory Governments, preparation of study materials etc. The Deputy Director functions as the head of office and is the controlling officer for all gazetted and non-gazetted staff of the Unit. Overall in-charge of the Unit on both administrative and technical side. The Deputy Director oversees the functions of various Divisions/Sections viz. Marine Engineering, Craft & Gear, Boat Building, Seamanship & Navigation, Fishing Vessel Operation, Training, Administration, Accounts and Stores. Implementation of various training programmes in consultation with the faculty members. Imparting training in various training programmes of the Institute. Any other duties assigned by the superiors.

3. Chief Instructor (Seamanship & Navigation)

To function as Division Head and overall charge of Seamanship & Navigation Section and to engage classes in Seamanship and Navigation subjects both theoretical and practical of various training programmes, preparation of various study materials on the subject. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical sea training, any other duties assigned by the superiors.

4. Chief Instructor (Marine Engineering)

To function as Head of the Marine Engineering Division. Engaging class in Marine Engineering subject of the various training programmes, both theoretical, demonstrative and practical. Overall in-charge of the craft technology section, preparation of various study materials on the subject, undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical sea training, any other duties assigned by the superiors.

5. Chief Instructor (Fishing Technology)

Chief Training Faculty and Head of Fishing Technology Division. Course Officer for course. Controlling officers and staff of the Division. Overall supervision of fishing gear fabrication/repair works in the division. Engaging classes in Fishing Technology and fish capture techniques, both theoretical and practical in the various training programmes. Designing fabrications and repairs of fishing nets and other accessories for vessel operation. Preparation of study materials on the subject. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

6. Mechanical Marine Engineer

To function as Division Head & overall charge of marine engineering workshop and maintenance of fishing vessels. Engaging class in Marine Engineering subjects and Elementary refrigeration in the various training programmes, both theoretical and practical. Officer-in-charge of the operation of fishing vessels. Preparation of study

materials on the subject. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

7. Senior Instructor (Oceanography & Marine Meteorology)

Faculty member for teaching Oceanography & Marine Meteorology subjects of various training programmes. Liaison with the National Remote Sensing Agency (NRSA) and Space application Centre (SAC) with relation to fishing. Officer-in-charge (Library), Information & Publication Section. Editing the materials for publication of Bulletin, annual report etc. Preparation of study materials on the subject. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. To assist Chief Instructor (C&G) in discharge of his duties. Any other duties assigned by the superiors.

8. Senior Instructor (Electronics)

Officer in charge of the Electronic Section/Lab of the Institute. Imparting theoretical and practical training in Electronics and related subjects to the trainees of various training programmes. Maintenance of electronic equipments in the electronic lab and on board the vessel. To assist the Chief Instructor (ME)/Mechanical Marine Engineer in training and maintenance of electronic equipments and wireless communication systems. Undertake fishing cruise to impart practical training to the institutional/post institutional trainees. Any other duties assigned by the superiors.

9. Senior Instructor (Marine Engineering)

Function as officer in charge of the marine engineering workshop. Assist the Mechanical Marine Engineer for training in Marine engineering subjects of the various training programmes and in the functioning of marine engineering workshop/supervision of the marine engineering workshop staff. Engaging class in engineering drawing and elementary Marine Engineering to the trainees. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

10. Senior Instructor (Seamanship & Navigation)

Engaging classes in fishing techniques to the trainees of the various training programmes, both theoretical and practical. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

11. Senior Instructor (Training) -

Section head of the training section. Assisting the Director in planning, co-ordination and implementation of the training programmes. Conduct of entrance, terminal and final examinations of the main and ancillary courses/training programmes. Look after the academic/leave/study tour matters of the trainees. Monitoring the post institutional training of the trainees to acquire sea service and

providing placement assistance. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

12. Senior Instructor (Fishery Biology)

Teaching Faculty for fishing biology, fish handling, fishery resources etc. to regular and short term course trainees. Editing and publication of teaching materials in various related subjects. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. To assist Chief Instructor (C&G) in discharge of his duties. Any other duties assigned by the superiors.

13. Senior Instructor (Naval Architecture)

Section Head of craft technology section. Teaching faculty in boat building technology, both theoretical and practical. Maintenance of departmental vessel. Preparation of study materials for various training programmes. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. To assist Chief Instructor (ME)/Mechanical Marine Engineer in discharge of their duties. Any other duties assigned by the superiors.

14. Senior Instructor (FT)

Engaging class in fishing gear technology and fish capture techniques both theoretical and practical to trainees and assisting the Chief Instructor (FT) in the functioning of craft and gear division. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

15. Senior Instructor (Marine Engineering)

Teaching faculty for marine engineering and allied subject of the various courses/training programmes. Assist the Mechanical Marine Engineer in the functioning of marine engineering workshop. Engaging class in engineering drawing and elementary Marine Engineering to the trainees. Undertake fishing cruise as shore officer participant along with institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

16. Senior Instructor (Electrical) -

To function as Head of electrical engineering section. Engaging class in electrical technology and related subjects and supervision of the work of staff of the electrical section. Preparation of study materials on the subject. Assisting the Mechanical Marine Engineer for maintenance of the training vessel Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

17. Fishery Officer

Attached to the Craft & Gear division of the Institute as a teaching faculty. Entrusted with the duties of teaching to handle subjects in Fishing Gear Technology, Fish Processing and other related Fishing Technology subjects. To handle theory and Practical classes to the trainees of the Institute in the Subjects concerned. To undertake Fishing Cruise as Shore Officer participant. To assist Chief Instructor (FT) in discharge of his duties. Any other duties assigned by the superiors.

18. Senior Administrative Officer

Function as Head of Office with the Administrative, Financial and Statutory powers as laid in CCS (CCA) Rules, DFPR and GFRs and controlling officer of non-gazetted establishment of the Institute. Assisting the Director in the Administrative Management of the Institute. Co-ordinating and Supervising of all Administrative, Stores and Accounts matters. Administrative functions includes recruitment, promotion, posting, pay fixations, seniority and leave matters. Appointing Authority and Disciplinary Authority of Group C employees. Responsible for attending to cases with Central Administrative Tribunal, High Court, Labour Commissioner etc. Drawing and Disbursing Officer. Consolidation of various reports in Accounts. Member-Secretary of the Departmental Promotion Committee.

19. Administrative Officer

Overall charge and complete supervision and coordination of Administration Section, Accounts Section, Stores Section and Watch and Ward Section of the Unit. Assisting the Director and Dy. Director in all matters pertaining to the HQrs/Units. Any other duties assigned by the superiors.

20. Assistant Director (O L)

Over all supervision of all the works in the Official Language section. Vetting of all the translated material, calendar, annual report etc. in the Official Language section. To acquaint officers and staff of institute and units with the Official Language Act, Rules and other important orders relating to the implementation of Official Language and to assist and help them in the implementation of the same. To ensure proper compliance of the provisions of the official language act and the orders pertaining to Hindi Teaching Scheme and official language policy in the Institute headquarters and units. Handle classes for the employees and officers in the Hindi Karyasala in the Institute and also other Central government establishments. To conduct inspection in the various sections on the progressive use of Official Language. Holding duties as Secretary of the Official Language Implementation committee of the Institute. Prepare action plans in accordance with the annual programme for the implementation of official language and to achieve the targets in implementation of Official language. Supervise the functioning of Hindi Library. Any other duties assigned by the superiors.

21. Skipper

To function as Officer-in-charge of the departmental fishing vessels and to control all the floating staff on board the fishing vessel. Conduct fishing and impart training

to the institutional and post institutional trainees, in consultation with the various faculties. Any other duties assigned by the superiors.

22. Chief Engineer Grade-I

In charge of the engine room of the fishing vessel. M.V.Prashikshani Operational maintenance and upkeep of all the machinery onboard the fishing vessels. Impart training to the institutional and post institutional trainees, in consultation with the various faculties. Any other duties assigned by the superiors.

23. Chief Engineer Grade-II

In-charge of engine room of the fishing vessel, and to ensure its proper running. Supervision of the staff working in the engine room of the vessel and impart on board training to the institutional and post-institutional trainees. Assist the Chief Engineer Grade-I in the operational maintenance of the machinery of the fishing vessel. Any other duties assigned by the superiors.

24. Mate

Assist the Skipper in the navigation and fishing operation of the fishing vessels. Impart on board practical training to the institutional and post-institutional trainees of various training programmes. Any other duties assigned by the superiors.

25. Instructor (Fishing Technology) - 1

Teaching faculty in Fishing Gear Technology both theory and practical subjects. Supervision of fishing gear fabrication/repair works being done by net makers to meet the requirements of gear for fishing vessel operations and maintenance of record of such fabrications. To assist the Chief Instructor (FT). Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

26. Instructor (Marine Engineering)

Engaging classes for the various training programme in workshop technology. Assisting the Chief Instructor (Marine Engineering), Senior Instructor (Marine Engineering) and the Mechanical Marine Engineer in imparting training and in the functioning of marine engineering workshop, and vessel maintenance. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

27. Instructor (Seamanship & Navigation)

Imparting theoretical and practical training in Seamanship & Navigation subjects of the various training programmes of the Institute. Imparting refresher training classes. Attending all other works connected to Seamanship and Navigation Section. Impart training in safety seamanship and watchkeeping, practical navigation, chart work, elementary navigation and viva-voce. To conduct various short term courses in seamanship and navigation. To assist Senior Instructor (S&N) in imparting training. Undertake fishing cruise as shore officer participant alongwith institutional/post-

institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

28. Instructor (Electronics)

Teaching electronics subjects to the trainees in both theory and practical of the various training programmes. Teaching includes imparting training on the electronic equipments such as fish finding equipments, radars etc. on board the vessel. Engaging classes for short term Radio Operators Course RT contact with vessel during sailing and to maintain RT contact in the absence of Wireless Supervisor. Maintenance of Electronic equipment/supervising installation work and repairs of electronic equipments on board the vessel and the electronic lab. To assist in charge electronic section in training and maintenance of electronics equipments and wireless communicational requirements. Undertake fishing cruise as shore officer participant alongwith institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

29. Instructor (Workshop)

Supervision of Marine Engineering workshop. Imparting practical training in marine engineering to the institutional/post institutional trainees. Maintenance of workshop equipments. Repairs and maintenance of equipments on board the fishing vessel. Assist the Senior Instructor (Marine Engineering) in imparting training. Any other duties assigned by the superiors.

30. Instructor(Electrical)

Repair and maintenance of electrical equipments/machinery fitted on board the Institute vessels, marine work shop, trainees hostel and office. Imparting practical classes in electrical technology. Control and supervision of electrical supervisor and electrician. Imparting theoretical and practical classes in electrical technology and elements of refrigeration subjects. To assist the electrical engineer for the maintenance of electrical installations/vessel. Any other duties assigned by the superiors.

31. Office Superintendent

Section head of the stores/accounts section. Supervision of works of dealing assistants in the section. Preparation of budget requirements for stores and building/maintenance etc. Monitoring of allocation of funds in various heads of accounts. Monitoring the preparation of budget RE/BE. Reconciliation of expenditure/receipts with Pay and Accounts Officer. Checking of cash books, salary bills, schedules, medical claims, CBs, HSA, OTA, TA, LTC, CEA, GPF etc. Checking of income tax calculation statements and retirement benefits. Recording and weeding out of files in the section. Any other duties assigned by the superiors.

32. Senior Hindi Translator

Dealing with the files regarding the correspondence of official for strict compliance of issuing all the official documents under Section 3(3) of O.L Act 1963. To assist Asst. Director (OL) in connection with the implementation of O.L Act and Rules and chalkout programmes and suggestions for the achievement of progress in

the progressive use of official language. Assist Asst. Director (OL) in organising Hindi Karyasala and inspections on the implementation of Official Language. Organising and handling Hindi classes in the Hindi karyasalas. Assist the Asst. Director (OL) to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language. To conduct various competitions in Hindi under Kendriya Sachivalaya Hindi Parishad as per the directives from Ministry. Preparation of reference and help literature for providing the same to the officials. Translation of training materials, annual report, calendar and technical terminology used in the various sections of the Institute. Any other duties assigned by the superiors.

33. Bosun (Certified)

Functioning as deck officer on board the fishing vessel. Assisting Skipper (Captain) of the vessel in the fishing operation and onboard training of various training programmes. Supervising the work of the deckside staff during operation of the fishing vessel. Regular watch keeping on board the vessel. Assist the Skipper and Mate in the navigation and fishing operations. Any other duties assigned by the superiors.

34. Library & Information Assistant

Maintenance and preservation of all the books and documents in the Library. Procurement of books as per requirement. Maintain proper records by computerisation of all the documents, books and technical references. Look after the issuing of books to main and ancillary courses trainees and post-institutional trainees. Reference and referral services to all the library users. Extension of library services to general visitors and visitors from various other fisheries Institutions. Any other duties assigned by the superiors.

35. Junior Hindi Translator

Opening and recording of all the files pertaining to the Official Language section of the Institute. Translation work from English to Hindi and Vice-versa of the various letters, orders, help literature etc. Preparation and maintenance of roster pertaining to the Hindi Training of the employees/Officers of the Institute. Maintaining translation file for translation of all the official documents to be issued from the Institute under section 3(3) of the O.L Act 1963 pertaining to the different sections of the Institute. To extend all sort of secretarial assistance in the Official Language section. Assist Director (OL) to deal in correspondence with other central Government institutes under Town Official Language implementation Committee and in other activities under TOLIC and arranging of Hindi Karyasala organised in regular intervals and for smooth conduct of Hindi day/Hindi fortnight/Hindi week etc. Any other duties assigned by the superiors.

36. Head Clerk

Functions as Section Head of the Administration Section at the Units. Assisting the Administrative Officer and the Deputy Director in the day to day functioning of the

Administration Section. Supervision of work of dealing assistants in the concerned section. Any other duties assigned by the superiors.

37. Wireless Supervisor

Maintenance and upkeep of wireless equipments in the electronic section. Maintaining periodic radio contacts with the fishing vessel while on fishing voyages as well as at shore. Engaging class in the related subjects of the various training programmes. Participating in the fishing voyage as shore officer. Assisting the Instructor (Electronics) in the repair/maintenance of electronic equipments in electronic lab and the fishing vessel. Any other duties assigned by the superiors.

38. Electrical Supervisor

Servicing, repairing and maintenance of L.T, H./T electrical accessories and equipments, control switches and panels on indoor, sub station, Institute building, marine workshop, departmental vessel, trainees hostel, and staff quarters. Supervision of the work of the electrician. Any other duties assigned by the superiors

39. Mechanical Supervisor

Supervision of the works of staff in the repairs and maintenance work of fishing vessel and mechanical works in the mechanical marine workshop for the above purpose. Assisting the teaching faculties in imparting training in the marine workshop. Any other duties assigned by the superiors.

40. Instructor (Training)

Assisting Senior Instructor (Training) in all matters pertaining to training programme and to deal with the correspondences thereon. Engaging class in English/ maths to the trainees. Preparation of time table and monitoring the conduct of classes, conduct of entrance, terminal, model, semester examination of all the main and ancillary courses. Organising various short and long term courses. Preparation of study tour programmes for all main and ancillary courses to visit various places of educational and fisheries institutions. Supervising the dealing assistant in dealing all the files pertaining to the training matters, institutional and post-institutional etc. Participate in the fishing voyage. Posting of ex trainees for post - institutional training in the workshop and on board the vessels. Any other duties assigned by the superiors.

41. Instructor (Computer)

Maintaining computer systems and peripherals of the Institute. Faculty for in service training programmes. Developing software to meet the institutional requirements. All works related to electronic data processing. Assist the faculty members in preparing study materials for various training programmes. Assist the Information and Publication section in bringing out various publications of the Institute. Any other duties assigned by the superiors.

42. Artist-Cum-Photographer

Preparation of visual aids for the training purpose. Assisting the Information and Publication section in preparation of bulletin, annual report and other periodicals. Preparation of visual aids for exhibition purpose etc. Any other duties assigned by the superiors.

43. Physical Training Instructor-cum-Deputy Warden

Conducting physical training class to the trainees. Function as Deputy Warden of the trainees hostel and maintain discipline amongst the inmates of the trainees hostel. Assisting general section regarding training matters. Look after the welfare of the trainees and conduct extra curricular activities and arranging medical facilities to the trainees. Supervising the work of the trainees mess staff. Coaching the trainees for major games. Conduct theory classes in physical education, health education and general knowledge. Conduct boat rowing and swimming practices. Co-ordinate the students extra curricular activities. Conduct annual sports meet for trainees and staff. Any other duties assigned by the superiors.

44. Engine Driver Class - I

Functioning as second engineer in the engine room of the fishing vessel. Assisting Chief Engineer in the operational maintenance and the running of machinery and engines of fishing vessel. Regular watch on main engine and auxiliary engines. Assisting the Chief Engineer in giving practical training to the trainees while on fishing voyage. Any other duties assigned by the superiors.

45. Engine Driver Class - II

Assisting the Chief Engineer Grade - I/Chief Engineer Grade - II in maintenance and running of the Engines of the fishing vessel. Watch duty of the engine room of the fishing vessel. Assisting the Chief Engineer in giving practical training to the trainees while on fishing voyage. Any other duties assigned by the superiors.

46. Senior Clerk

Dealing Assistant in the section where he/she is posted Viz. Administration, Accounts, Stores, and Training Sections. Maintenance of all the connected files and registers connected with the recruitment, promotion, amendment/framing of recruitment rules, training, salary bills etc. Recording and weeding of files. All connected typing works. Any other duties assigned by the superiors.

47. Junior Stenographer

Taking dictation given by the Deputy Director and Administrative Officer and typing out letters. Typing work given by technical officers of various sections on training programmes etc. Secretarial assistance in preparation of study materials for various training programmes. Custodian of service books of officers and its maintenance. Works allotted by the Senior Instructor(General) in the training section. Typing works of Information and Publication section. Typing the teaching materials of different disciplines. Attending to the work of sending telex/fax messages. Any other duties assigned by the superiors.

48. Storekeeper

Assisting the Senior Store Keeper and stores Officer and purchase committee in the matter of stores purchase. Dealing the work on stores purchase. Assisting the Senior Store Keeper in receipt and issue of stores. Dealing with the files on tender/quotations and passing of vouchers/party bills. Dealing with matters regarding purchase of stores of marine engineering workshop, boat building yard, craft & gear section, computer & electronic section, electrical Section, Drawing Section etc. File work relating to P&D Section, annual audit and expenditure sanction etc. Any other duties assigned by the superiors.

49. Senior Deckhand

Assisting the Bosun, Mate and Skipper in the day to day activities/operation of fishing vessel. Deck maintenance and operation of fishing gear/net. Watch duty on deck side. Handling the catch, sorting fish catch and loading in the fish hold. Imparting training in practical fishing to the trainees. Any other duties assigned by the superiors.

50. Cook Grade-I

Arranging provisions and vegetables on board the vessel for sailing and preparation of food as per instructions of deck officers and supplying to officers and crew. Attending to other connected work in the galley. Attending other deck works also as per the instructions of deck officer. Any other duties assigned by the superiors.

51. Senior Carpenter

Attending carpentry work on maintenance and various repairs on board departmental vessel and in the office/hostel under the instructions of Instructor (Boat Building). Furniture works of the office/class rooms including fabrication and repair. Executing the carpentry works received from various sections. Maintenance of wood works on vessel. Construction of boats. Up keep maintenance of visual aids of various sections. Making indents for various works and maintenance of stock registers etc. Any other duties assigned by the superiors

52. Senior Fitter

Marine Engineering works in the marine engineering workshop under the supervision of foreman/faculties. Maintenance, repair, servicing of the diesel engines, pipe lines, hydrolic winch, auxiliary engines, main engine sea water pumps, heat exchanger etc. on board the fishing vessel and other related work in the shore installations. Any other duties assigned by the superiors.

53. Senior Welder

Attend to the welding fabrication and gas cutting works on board the vessel and at shore installations. Attending the work of various pipe line, gas cutting, setting, brazing and welding work etc on board the vessel and at shore installations. Any other duties assigned by the superiors.

54. Senior Electrician

Carries out maintenance activities of marine installations under the supervision of Foreman. Maintenance work/servicing of electrical fittings on board the vessel etc. Assist the instructors in conducting electrical practical classes. Attending to the work of repairing of electrical fittings, motor pumps etc. Any other duties assigned by the superiors.

55. Junior Clerk

Dealing of files in the concerned sections viz. Administration, Accounts, Stores and Training Sections. Drafting of various letters, statements, proposals etc. Maintenance and dealing of files on service matters, personnel files, court case/disciplinary case files, pay fixation, accounts, etc. Maintenance of all connected registers. Assisting the Section head in preparation of budget proposals and various related works of the section concerned. Preparation of various bills, pension proposals, DPC proposals etc. Calculation of income tax. Look after the duties of telephone operator etc. All connected typing works. Any other duties assigned by the superiors.

56. Cashier

Physical custodian of cash. Encashment of cheques from bank and its disbursement. Forwarding of parties cheques. Maintenance of cash books and connected registers. Preparation of acquaintance rolls and P.A bills. Remittance through challans. Maintenance of current Account and connected registers. Effecting various recoveries from salary of employees. Disbursement of party cheques and DDs to the concerned. Preparation of PA recoupment bills etc. Any other duties assigned by the superiors.

57. Hindi Typist

Typing work of all the correspondence pertaining to the Official Language section in Hindi and English. Accepting and diarising of all the letters pertaining to Official Language section. operation of bilingual computer installed in the Hindi Cell. Writing of learn a Hindi word a day, custodian of newspapers and journals pertaining to the Official Language section. Any other duties assigned by the superiors.

58. Junior Caretaker

Immediate in-charge and over all supervision of watch and ward section. Arranging watch duty to watchmen and maintenance of duty rosters. Looking after the security of the Institute campus. Supervision of Watchmen, Safaiwalas and Gardeners. Over all charges and maintenance of all departmental furnitures and fixtures. Functions as an assistant to the special Officer-in-Charge (Maintenance) and dealing its files. Functions as campus assistant of the residential complex to undertake repairs and maintenance of quarters. Any other duties assigned by the superiors.

59. Staff Car Driver Gr.I

Proper upkeep of the departmental car in its running condition. Driving of the departmental car for official purpose. Minor repairs of the vehicle. Maintenance of log book. Any other duties assigned by the superiors.

60. Staff Car Driver Gr.II and Ordinary

Proper upkeep of the vehicle in its running condition. Driving of the departmental jeep for various official purposes which includes stores purchase, taking workshop staff and fishing materials to fishing harbour in connection with repair/maintenance work of fishing vessel for arranging fishing vessel operation. Maintenance of necessary log book. Any other duties assigned by the superiors.

61. Fitter

Maintenance and repair works on the diesel engine, pipe lines, fabrication works, hydraulic winch and other equipments, viz. auxillary engine, lub oil cooler, main engine lub oil pipe line, main engine sea water pump, auxillary engine sea water pump oil cooler, heat exchanger etc., fitted on board the departmental fishing vessel and the shore installations. To assist marine engineering works in marine workshop and on board the vessel. Any other duties assigned by the superiors.

62. Electrician

Assisting Electrical Foreman and Electrical Supervisor in carrying out the electrical repair, maintenance and servicing of electrical equipment on board the fishing vessel. Attending other electrical works of repairing of electrical fittings, motor pumps etc. in the institute building and hostel. Assisting electrical foreman and electrical supervisor in conducting electrical practical classes. Carries out all maintenance activities of marine installation under the supervision of Foreman. Any other duties assigned by the superiors.

63. Welder

Attending the work of various pipe lines flange gas cutting, setting, brazing and welding work in connection with maintenance and repair works on board the fishing vessel, Fabricator, welder and gas cutter. Providing necessary assistance to the Instructors in imparting practical training to the apprentices. Any other duties assigned by the superiors.

64. Turner

Attending milling machine maintenance work, operating milling machine slot cutting, key way cutting and plain milling work. Shapping machine maintenance work. Fabricating lathe machine. Assisting engineering faculty for conduct of classes to the workshop trainees. Lathe operator and other marine engineering related works. Any other duties assigned by the superiors.

65. Blacksmith

Attending forge work of various requirements on board the fishing vessel and other related maintenance work. Practical training on forge work to the workshop trainees. Engaged in blacksmith work and marine engineering related work in the marine workshop and on board the vessel. Any other duties assigned by the superiors.

66. Carpenter

Assisting the Senior Carpenter in the carpentry work on maintenance and various repairs on board departmental vessel, for buildings, furniture and boat construction under the Instruction of Sr.Instructor / Instructor (Boat Building). Also attend fabrication of different wooden furniture and fittings required for the Office/class room. Any other duties assigned by the superiors.

67. Tool Room Assistant

Physical custodian of serviceable, consumable and non-consumable tools and stores. Maintenance of stock registers. Supply of tools to workshop staff for repair works and to the trainees/apprentice fitters for practical training. Assisting in vessel repair works/engine overhauling work and maintenance work in the vessel and departmental vehicles under supervision of mechanical supervisor. Any other duties assigned by the superiors.

68. Gestetner-Cum-Blue Print Machine Operator

Operation/maintenance of the cyclostyling machine. Taking cyclostyled copies of various sections and also of the study materials of various training programmes. Operation and maintenance of the photocopy machine. Taking photocopies required by various sections. Attend the duties of Telephone Operator. Any other duties assigned by the superiors.

69. Senior Net Maker

Assisting officers in the craft and gear section in providing practical training to the trainees on board fishing vessel and in the fishing gear workshop. Mending, fabrication and repairing of fishing gear/net and other gear accessories required for fishing operations. Any other duties assigned by the superiors.

70. Assistant Halwai

Preparation/cooking of food in the canteen and maintenance of stock of utensils and equipments in the canteen. Any other duties assigned by the superiors.

71. Cook Grade - II

Preparation/cooking of food for the trainees in the Trainees' Mess. Maintenance of inventory of store items of mess. Serving of food to the trainees. Upkeep of cooking vessels. Any other duties assigned by the superiors.

72. Junior Deckhand

Attending watch duty in the deckside of the vessel. Assisting deck officers and senior deckhands in the fishing vessel operation. Operation of fishing gear/net. Sorting fish catch and loading in the fish hold. Maintenance of deck as per the instructions of the deck officers. Imparting training in practical fishing to the trainees. Repairing of the nets on board the vessel, etc. Any other duties assigned by the superiors.

73. Junior Deckhand-Cum-Cook

Assisting the Cook Grade-I in arranging provisions and vegetables. Cooking and supply of food to officers and crew. Attend to other deck side work as per the instructions of deck officers. Any other duties assigned by the superiors.

74. Topass (Group C)

All cleaning works on board fishing vessel. Attending to other works in the deck side as per the instructions of deck officer of the vessel. Any other duties assigned by the superiors.

75. Bus Cleaner

Cleaning the Institute bus and other departmental vehicles for its proper upkeep. Assisting Bus Driver while on study tours/official trips of trainees. Any other duties assigned by the superiors.

76. Net Maker

Mending, fabrication and repairing of fishing gear/net and accessories required for fishing operation. Assisting officers in the craft and gear section in providing practical training to the trainees. Assist in practical training at institute/training vessel under the direct supervision/guidance of Instructor (Fishing Technology) and Technical Assistant (Fishing Technology). Any other duties assigned by the superiors.

77. Attender

Attending inward and despatch work. Bringing of post bags and other works connected to post office. Additional duty as telephone operator. Attending the concerned officers and sections. Looking after the duties of Daftry. Attending the work of taking xerox copies and cyclostyling. Any other duties assigned by the superiors.

78. Daftry

Attending inward and despatch work. Bringing of post bags and other works connected to post office. Additional duty as telephone operator. Attending the concerned officers and sections. Attending the work of taking xerox copies and cyclostyling. Attending to the works in record room etc. Any other duties assigned by the superiors.

79. Topass (Gr.D)

All cleaning work in the fishing vessel. Attending to other works in the deck side as per the instructions of deck officer of the vessel. Any other duties assigned by the superiors.

80. Cook Grade - III

Assisting the Cook grade-II in the preparation/cooking of food for the trainees staying in the Institute hostel and guests staying in the guest rooms and other connected work in the trainees mess. Purchase of provisions/vegetables etc. Any other duties assigned by the superiors.

81. Peon

Attending the various divisions/sections and officers. Assisting the stores officer in the work connected to stores purchase and in arranging ice required for fishing vessel and metro water supply. Assisting the cashier in bringing cash from bank and remittance in bank. Presenting bills and collecting cheques from the Pay and Accounts Officer. Taking Xerox copies and cyclostyling. Going to the post office for mailing/collecting letters. Stitching of files etc. Any other work entrusted by the officers of the concerned divisions/sections. Any other duties assigned by the superiors.

82. Watchman

Attending the watch duty in rotation/shifts round the clock as assigned by the in-charge of the security section in the Institute campus. Maintaining proper outward and inward registers of staff/trainees/vehicles. Providing necessary assistance to the visitors and occupants of guest rooms. Operating motor pump set for supply of water to the overhead tanks at the Institute, hostel and staff quarters. Any other duties assigned by the superiors.

83. Masalchi

Assisting the Cook in preparation/cooking of food for the canteen/trainees mess. Cleaning of utensils and other works in the Kitchen and in the mess etc. Any other duties assigned by the superiors.

84. Gardener

Gardening and watering the plants in the premises of the Institute and hostel. maintenance of hedge by cutting & leveling approximate 175 metres length and its watering, manuring maintenance of flower pots plants and lawn cutting with scissors approx. 250 square feet areas. Any other duties assigned by the superiors.

85. Helper (Stores)

Attending to the duties in the central stores and stores section. Attend to the purchase of store materials. Assist the Senior Store Keeper on issue of store materials, physical verification etc. Any other duties assigned by the superiors.

86. Tea Maker

Preparation of tea, snacks, and lunch for officers and staff in the canteen and trainees mess and its supply. Any other duties assigned by the superiors.

87. Safaiwala

Sweeping and cleaning of office building, workshop, trainees hostel, guest rooms and premises of the Institute. Sweeping and cleaning all the bath rooms and lavatories. Sweeping the roads and lawns around the building, which are constructed in a few acres of land and other attached works. Any other duties assigned by the superiors.

88. Wash Boy

Cleaning utensils in the canteen/ trainees' mess. Cleaning of the canteen/ trainees' mess. Assisting in purchase of provisions and other related works. Assisting the Tea Maker in the preparation of tea, snacks and lunch. Any other duties assigned by the superiors.

(All the Group D posts ie. Attender, Daftry, Peon, Bus cleaner, Wash boy, Teamaker, Safaiwala, have been re-designated as Multi Tasking Staff and the posts of Gardener and Watchman as MTS (Gardener) / MTS (Watchman) respectively.)